

DO I NEED A BUILDING PERMIT?

Building Division

Effective: April 19, 2017

Building permits are required for almost all construction related work. This includes plumbing, mechanical, electrical, structural work and even demolition. The only exceptions are listed below. Even though a project may not require a building permit, in some cases a Planning Division review is still required in order to verify zoning and setback requirements. The Building Division must also review certain projects in order to confirm if the exemption actually applies. These types of projects are noted on the list below.

EXEMPTIONS for ONE and TWO-FAMILY DWELLINGS:

- ☐ **One-story detached accessory structures used as tool/storage sheds, playhouses or similar uses that are less than or equal to 120 square feet.** Adding light fixtures or outlets to accessory structures will require a permit. **Planning Division approval is required.*
- ☐ **Play structures that are accessory to one and two family dwellings such as swing sets and jungle gyms.**
- ☐ **Pre-fabricated swimming pools not more than 24 inches deep.** Pools must not contain more than 5,000 gallons and must be installed directly on grade. **Planning Division approval is required.*
- ☐ **Fences and walls up to 7' high.** **Planning Division approval is required for any fence or wall greater than 6' in height.*
- ☐ **Concrete driveways and walkways on private property not more than 30" above grade and not above a basement or story below.** Any work that includes the public sidewalk or curb requires an Encroachment Permit.
- ☐ **Kitchen countertop replacements.** If kitchen countertops are removed and replaced in the same location and outlets and fixtures stay in place, a permit is not required.
- ☐ **Finishes:** Carpet, paint, flooring and tile. Tile work within tub/shower enclosures requires a permit.
- ☐ **Retaining walls that are not over 4' tall** (*Measured from the bottom of the footing to the top of the wall*): In order to be exempt from a permit, the retaining wall must not be supporting a steeply sloped surface called a surcharge.
- ☐ **Window awnings.** Awnings that are supported by an exterior wall and that do not extend more than 54 inches from the wall do not require a permit. **Planning Division and Building Division review is required to confirm exemption.*
- ☐ **Small decks not attached to the building.** Decks that are 200 square feet or less and have no portion that is 30 inches above grade may be exempt from a permit. Exempt decks must also be detached from the building and not serve as a landing for any door. **Planning Division and Building Division review is required to confirm exemption.*